Elementary Library Meeting

2/15/12

Westwood Basics

**Read Across America Day:**

Toni Wilson is scheduling all the VIP requests for the school board members and the DO. If you have not yet made a request for a reader, please let her know ASAP.

**Closing Dates and inventory:**

Library inventory is different from textbook inventory:

You can actually start your library inventory now but do so in small ranges as “partial inventories” for example:

FIC A to FIC F

Or small ranges of non-fiction such as Non-fiction 500-559.999

Books that are circulated and returned during these open inventories are marked as seen in the inventory and you will start to see that the “percentage completed” start to go up. Towards the end of the year, when you get closer to a complete inventory, you can click on the blue link “percent completed” for that inventory and you can call up the details to look for the titles you need to find on the shelves.

So in essentially, you do not have to close the library entirely to do a library inventory; it can be an on-going process.

**The last date for checking out library books** (unless teachers are requiring students to have a book for an assignment in which case you will need to honor the teacher’s assignment.) is Friday, June 1 with all library books being returned by Friday, June 8.

**Textbook inventory:**

If you have not yet assigned the hardcover textbooks to a classroom but wish to do so now, please pay attention to the “due date”

If your school is opting to assign textbooks to the classroom (refer to the naming convention sheet handed out at the meeting when creating room patrons) instead of to individual students, you will probably want to set the due dates far off in the future….Jason suggests at least 50 years. If you have questions about setting these to long-term due dates, we will go over this at a meeting or you can email Jason with your question.

If you checked out textbooks to individual students, you will have a small window of time to get the books checked in as most teachers want to have the books as long as possible. Since these texts are required for curriculum, we cannot require the teachers to return these like we can with the library books.

**Consumables:**

Jason will send out more information in the near future but essentially, we will need to collect all the

**un-used** consumables at the end of the year and check them out to a patron that Jason will create for each of us. More about this in future meetings.

We will most likely be re-visiting the textbook training as there are quite a few schools who have not yet decided how they want to assign the textbooks.

Rose Kido shared about the authors Jen and Hans Hartvickson, she had at her school..this was sent as a separate email. She had a great experience with this author assembly and teachers and students loved having this special visit and like the book, *Mister Lemur’s Train of Thought.*

Anitha Dhume is hosting author Dennis Young, Papa Didos Foundation.

**Cataloging:**

Discussion about how our Destiny database may be in trouble if we do not follow cataloging guidelines. Discussed A+ and Red Schoolhouse

Discussed how to create a Patron and Room profile. Handouts were given out. This is also found on the IUSD Library Web Site.

If a media Tech sees duplicate Title records, they should send the titles to Alan

Explained the difference between a copy record and a Title Record

Explained how to find title records throughout the district.

There was interest in having an additional training done for Destiny concerning Cataloging and Textbooks. Alan will setup a time for this training in March outside our regular meeting time.

**eBooks and Tablets**

Discussion about going too fast on purchasing these items. Need to take into consideration Management and support from IUSD IT. See Media Tech Discussion about similar talking points.